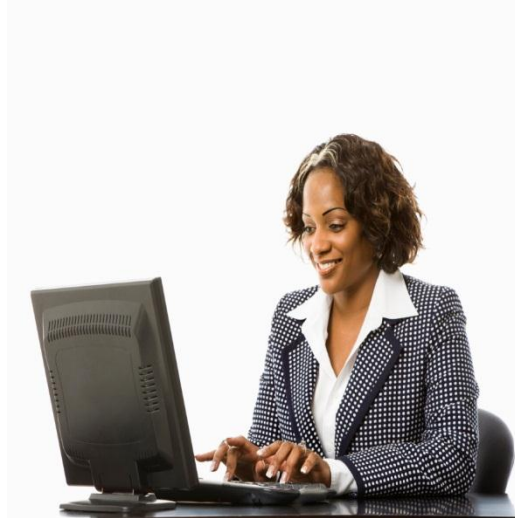






EMPLOYEE SELF SERVICE PRESENTATION



WHAT IS EMPLOYEE SELF SERVICE (ESS)

- ▶ The **Employee Self Service (ESS)** website is a subset of Payroll System.
 - ▶ ESS allows you to view your personal information that is recorded in the Payroll System.
- 

BENEFITS

- ▶ Real Time Information with **24 hour access** from anywhere there is an internet connection.
 - ▶ Ability to View, Print, Save Pay Stub, W-2s & Payroll Forms.
 - ▶ Access to Paycheck Information is guaranteed to be available **no** later than Pay Day.
- 

FEATURES OF ESS

The ESS Portal Allows You To View:

- ✓ Paycheck Stubs
- ✓ W-2 Tax Forms
- ✓ Pay Summary
- ✓ Deduction Summary
- ✓ Personal Information
- ✓ Address
- ✓ Emergency Contact
- ✓ Tax Withholding/ Allowances
- ✓ Downloadable Payroll Forms

The ESS Portal Allows You To Update:

- ✓ Emergency Contact Information

ACCESSING THE SYSTEM

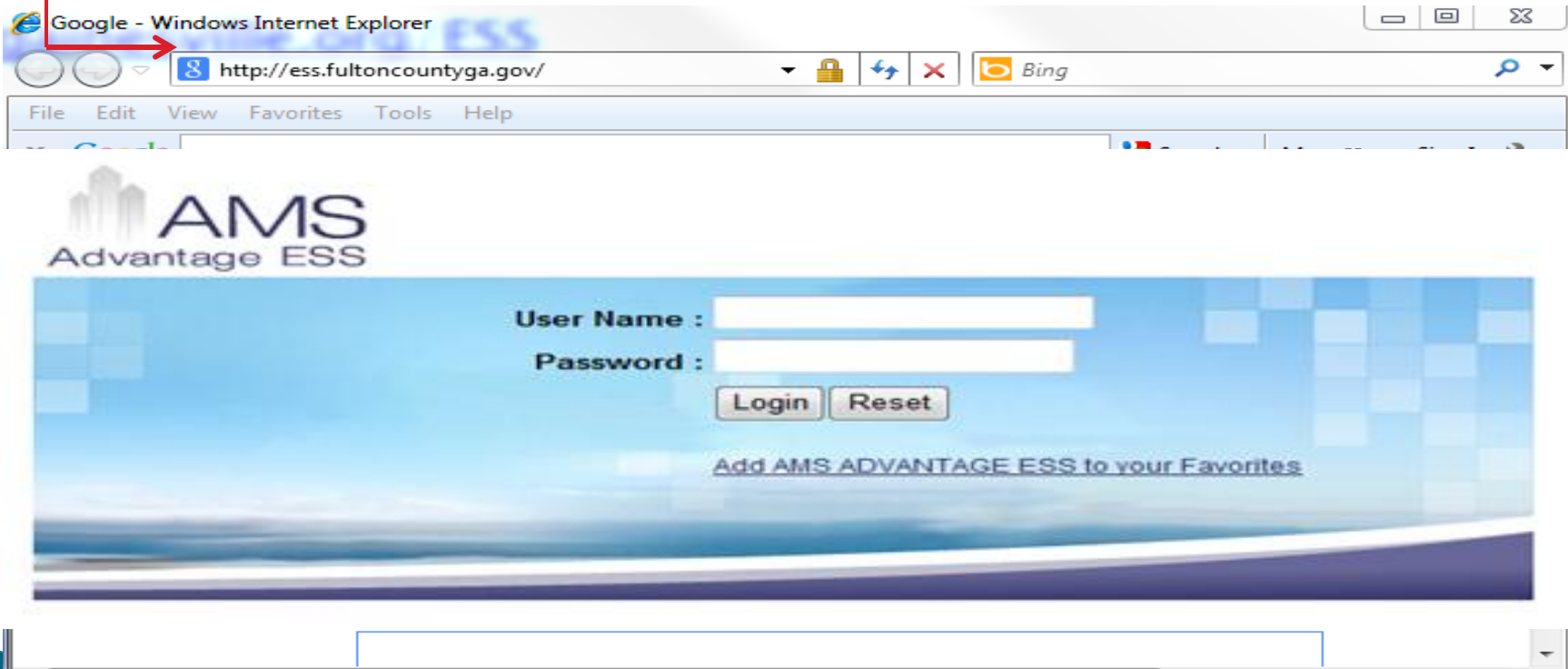
- ▶ The Temporary Password for **Initial Login** to ESS will be sent to your Department.

User Name & Passwords are Case Sensitive!

- ▶ If you experience problems logging in, contact IT Support at (404)612-7334 or via email help.desk@fultoncountyga.gov .
- ▶ Password Reset can be done through IT but all requests **must** be emailed to the Help Desk. The Help Desk **will not** reset passwords via telephone.

ACCESSING THE SYSTEM

1. From Any Device with Internet Access, type <http://ess.fultoncountyga.gov> in the browser then press Enter.



Remember to Add ESS Website to your Favorites Menu!

ESS INITIAL LOGIN PROCESS

2. Enter Your **User Name** and **Password** from the *letter*, then Click **Login** or Press **Enter**.

User Names and Passwords are Case Sensitive!

A screenshot of the AMS Advantage ESS login page. The background is a light blue gradient with a subtle pattern of squares. The login form is centered and consists of two text input fields, one for "User Name" and one for "Password", both with red borders. Below the fields are two buttons: "Login" and "Reset", also with red borders. At the bottom of the form area, there is a link that says "Add AMS ADVANTAGE ESS to your Favorites".

User Name :

Password :

[Add AMS ADVANTAGE ESS to your Favorites](#)

ESS INITIAL LOGIN PROCESS

3. Enter the required information to change your password, then Click **Login** or **Press Enter**.

New passwords must be a maximum of eight characters!

A screenshot of the AMS Advantage ESS login interface. The background is a light blue gradient with a subtle pattern of squares. At the top, a yellow banner displays the message "Your password has expired." Below this, there are four input fields with labels to their left: "User Name :" with the value "999999999", "Old Password :" with the value "abc12345", "New Password :" with the value "Train001", and "Confirm New Password :" with the value "Train001". At the bottom right of the form area, there are two buttons: "Login" and "Reset".

Your password has expired.

User Name : 999999999

Old Password : abc12345

New Password : Train001

Confirm New Password : Train001

Login Reset

ESS INITIAL LOGIN-PASSWORD HINT

The Home Page will Display. Now, you will need to create a **Password Hint** for your profile:

- ▶ Click on **My Desktop**
- ▶ Select **Change Password Hint**

The screenshot shows the Fulton County, GA ESS Home Page. The header includes the logo and navigation links: Home, Contact, FAQ, Help, Accessibility, PrintPage, Logout. The main navigation bar contains: Home, Change Password, Change Password Hint, Forms and Websites, Announcements, Broadcasts, Alerts. A sidebar on the left has 'My Desktop' and 'My Info'. A red box highlights 'My Desktop' and 'Change Password Hint', with a red arrow pointing from a text box to 'Change Password Hint'. The text box contains the instructions: 1. Click on My Desktop, 2. Select Change Password Hint. The main content area is divided into three sections: General Information, Alerts, and Announcements. The General Information section lists fields: Employee ID, Appt ID, Name, SSN, Appt Date, Title, Sub-Title, Emp Status, Street 1, Street 2, City, State/Province, Zip/Postal Code, Home Phone, Contact Name, Phone. The Alerts section shows a table with columns: Alerts, more... The Announcements section shows a table with columns: Announcements, more... The Time Sheets section shows a table with columns: Time Sheets, Last Timesheet Processed : 10/11/2013, more... The Pay Summary section shows a table with columns: Pay Summary, Last Paycheck Issued : 10/18/2013, Gross Pay Amount : 2,308.23, more...

Fulton County, GA ESS

Home Contact FAQ Help Accessibility PrintPage Logout

Home Change Password Change Password Hint Forms and Websites Announcements Broadcasts Alerts

My Desktop

Home

1. Click on My Desktop
2. Select Change Password Hint.

General Information

Employee ID :
Appt ID :
Name :
SSN :
Appt Date :
Title :
Sub-Title :
Emp Status :
Street 1 :
Street 2 :
City :
State/Province :
Zip/Postal Code :
Home Phone :
Contact Name :
Phone :

Alerts

more...

Announcements

more...

Time Sheets

Last Timesheet Processed : 10/11/2013
more...

Pay Summary

Last Paycheck Issued : 10/18/2013
Gross Pay Amount : 2,308.23
more...

ESS INITIAL LOGIN-PASSWORD HINT

The following screen will display. Enter the required information.

Fulton County, GA ESS

[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

[Home](#) [Change Password](#) [Change Password Hint](#) [Forms and Websites](#) [Announcements](#) [Broadcasts](#) [Alerts](#)

My Desktop

My Info

Change Password Hint

Password Hint : ←

Reply : ←

Verify Reply : ←

Current Password : ←

←

1. Click on the drop down arrow and select a question of your choice
2. Enter the answer to your selected question
3. Re-enter the answer to your selected question
4. Enter your login password for the ESS website
5. Click Change Password Hint

ESS INITIAL LOGIN-PASSWORD HINT

- ▶ You will receive confirmation message if the password hint was successfully changed (see below).

1 of 1 |  [View All](#) Password hint was successfully changed.

- ▶ Click the **Home Tab** on the left or at the top right of the screen to return to Home Page.



VIEWING YOUR PAY STUB

Pay Stubs go Paperless on Pay Date 12/13/13. The site will be available on Pay Date 11/15/13.

1. Click on **My Info Tab** on the left hand side

VIEWING YOUR PAY STUB

2. Click on **My Compensation Tab**

3. Select **Issued Checks/Advices**.

AMS ADVANTAGE ESS - Windows Internet Explorer

AMS Advantage ESS

Home Contact FAQ Help Accessibility PrintPage Logout

My Information **My Compensation** Jobs Pay Summary Deduction Summary **Issued Checks/Advices** View Tax Forms (ex. W-2)

Sections: [Disposition Information](#) [Payment Summary Information](#)

Issued Checks/Advices

Under My Compensation Tab, Select Issued Checks/Advices

Disposition: **Cleared Payment** means direct deposit and **Outstanding Payment** means paper check.

Appointment ID	Title	Check Date	Check Number	Net Pay Amount	Type of Cheq	Description	Disposition	Disposition Date
✓	ADMIN ASST III	05/03/2013		1003.61	Regular E4	Payroll-Control Disb	Cleared Payment	04/27/2013
	ADMIN ASST III	04/19/2013		1003.61	Regular E4	Payroll-Control Disb	Cleared Payment	04/13/2013
	ADMIN ASST III	04/05/2013		1003.59	Regular E4	Payroll-Control Disb	Cleared Payment	04/03/2013
	ADMIN ASST III	03/22/2013		1002.85	Regular E4	Payroll-Control Disb	Cleared Payment	03/17/2013
	ADMIN ASST III	03/08/2013		1002.84	Regular E4	Payroll-Control Disb	Cleared Payment	03/02/2013
	ADMIN ASST III	02/22/2013		1002.84	Regular E4	Payroll-Control Disb	Cleared Payment	02/16/2013
	ADMIN ASST III	02/08/2013		1002.84	Regular E4	Payroll-Control Disb	Cleared Payment	02/02/2013
	ADMIN ASST III	01/25/2013		1002.85	Regular E4	Payroll-Control Disb	Cleared Payment	01/19/2013
	ADMIN ASST III	01/11/2013		1002.84	Regular E4	Payroll-Control Disb	Cleared Payment	01/05/2013
	ADMIN ASST III	12/28/2012		1028.86	Regular E4	Payroll-Control Disb	Cleared Payment	12/22/2012

First Prev Next Last

Use the Navigation Buttons to move to the next page

Attachments

Click on Attachments

4. Click **Attachments**

VIEWING YOUR PAY STUB

5. Click **Download**

MYCOMP - Issued Checks / Advices Attachments

	File Name	Type	Date	User ID
✓	138736000_5483643.PDF	Standard	4/28/13	

First Prev Next Last

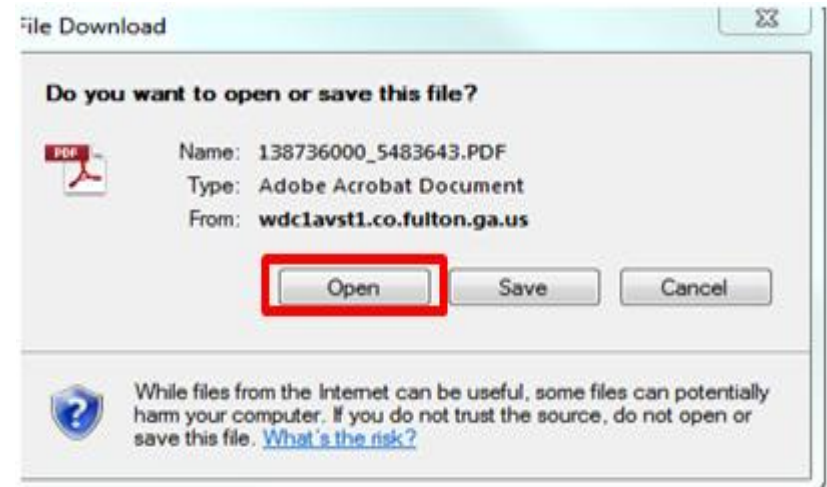
[Download](#) ←

File Name : 138736000_5483643.PDF Description :
Type : 1
Date : 4/28/13
User ID :

[Return to MYCOMP - Issued Checks / Advices](#)
[View Attachment History](#)

Click on Download to download the attachment for the selected check date.

6. Click **Open** to View your Paystub



VIEWING YOUR PAY STUB

7. Paystub Will Display

FULTON CO BD OF COMMISSIONERS

Pay Location:
 Employee Department: 210
 Employee Unit:
 Pay Period End Date: 04-23-2013
 Check Date: 05-03-2013
 Check Number:
 Control Number:
 Total Gross Amt: \$1,306.46
 YTD Gross Amt: \$11,758.14
 Deductions Amt: \$302.85
 Net Pay Amt: \$1,003.61
 Federal Exemptions: 07
 Tax Status Claimed: M
 State Exemptions: 01
 State Tax Status Claimed: S

EARNINGS			
Description	Pay Rate	Input Amount	Pay Amount
SICK LEAVE	33968	31:30	\$514.43
VACATION LV	33968	37:15	\$281.71
REGULAR PAY	33968	31:15	\$510.23

DEDUCTIONS		
Description	Deduction Amount	YTD Deduction Amount
STATE TAX	\$54.82	\$493.02
FICA TAX	\$80.74	\$726.35
MEDICARE TAX	\$18.88	\$169.87
401A DC PLAN	\$78.39	\$705.51
D COMP ICMA	\$65.32	\$587.88
LIFE INS BAS	\$0.78	\$12.36
LIFE DEF	\$0.54	\$4.80
VISION INS	\$3.39	\$30.42

LEAVE			
Description	CURR ACCR	CURR USAGE	CURR BAL
COMP LEAVE	00:00	00:00	00:00
EMERG LV	00:00	00:00	00:00
HOL LEAVE	00:00	00:00	00:00
SICK LEAVE	3:42	31:30	5:124
VAC LV	4:37	37:15	89:34

PRINCE BENEFITS		
Description	Amount	YTD Amount
401A EMPLYR	\$164.52	\$940.48
457 EMPLYR	\$26.13	\$230.17
LIFE DEF MAT	\$1.61	\$14.49
FICA MATCH	\$80.74	\$726.35
LIFE MATCH	\$2.37	\$27.17
MEDICA MATCH	\$18.88	\$169.87
RNT HLF IN M	\$155.37	\$1,353.33
VISION MATCH	\$4.66	\$41.04

VIEWING YOUR W-2 FORM

Under My Info Tab,

1. Click on **My Compensation Tab**
2. Click **View Tax Forms (ex. W-2)**

The screenshot displays the AMS Advantage ESS interface. At the top, there is a navigation bar with links: Home, Contact, FAQ, Help, Accessibility, PrintPage, and Logout. Below this, a sidebar on the left contains 'My Desktop' and 'My Info' tabs. The main content area has a header with 'My Information' and 'My Compensation' tabs, where 'My Compensation' is selected. Under 'My Compensation', there are links for 'Jobs', 'Pay Summary', 'Deduction Summary', 'Issued Checks/Advices', and 'View Tax Forms (ex. W-2)'. The 'View Tax Forms (ex. W-2)' link is highlighted with a red box and an arrow pointing to it from a text box that says 'Click View Tax Forms (ex. W-2) under My Compensation Tab'. Below this, there is a section titled 'View Tax Forms (ex. W-2)' with a folder icon. It contains a table with columns 'Tax Year', 'Tax Form', and 'Federal Tax ID'. The table has one row with '2012' and 'W2'. Below the table, there is a button labeled 'Attachments', which is also highlighted with a red box and an arrow pointing to it from a text box that says 'Select the year in the grid then click Attachments'. At the bottom of the page, it shows 'Tax Year : 2012' and 'Tax Form : 1'.

AMS Advantage ESS

Home Contact FAQ Help Accessibility PrintPage Logout

My Information My Compensation

Jobs Pay Summary Deduction Summary Issued Checks/Advices View Tax Forms (ex. W-2)

Click View Tax Forms (ex. W-2) under My Compensation Tab

View Tax Forms (ex. W-2)

Tax Year	Tax Form	Federal Tax ID
✓ 2012	W2	

Select the year in the grid then click Attachments

Attachments

Tax Year : 2012
Tax Form : 1

3. Click **Attachments**

VIEWING YOUR W-2 FORM

4. Click **Download**

AMS Advantage ESS

Home Cont

My Information | My Compensation

Jobs | Pay Summary | Deduction Summary | Issued Checks/Advices | View Tax Forms (ex. W-2)

MYCOMP - Employee Tax Forms Attachments

File Name	Type	Date	User ID
✓ 0000044594	Standard	9/18/13	

First Prev Next Last

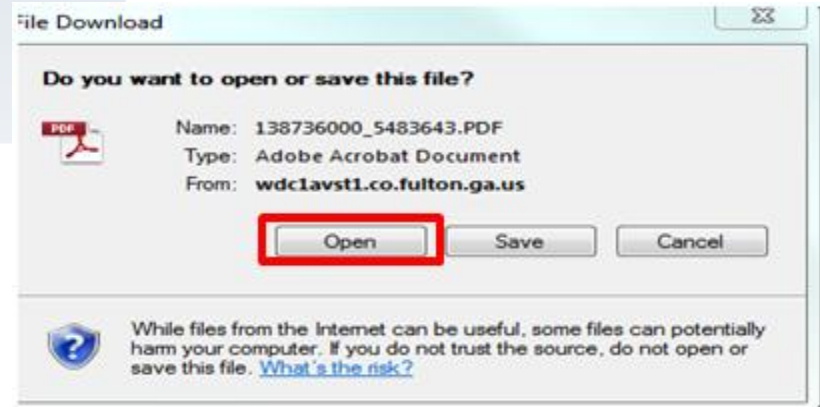
[Download](#) ←

File Name : 0000044594 Description :
Type : 1
Date : 9/18/13
User ID :

[Return to MYCOMP - Employee Tax Forms](#)
[View Attachment History](#)

Click Download to download the W2 for the selected year.

5. Click **Open** to View your Paystub.



VIEWING YOUR W-2 FORM

6. W-2 Form will Display

a Employee's social security number		OMB No. 1545-0008						This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.					
b Employer identification number (EIN)				1 Wages, tips, other compensation				2 Federal income tax withheld					
				18091.16				471.95					
c Employer's name, address, and ZIP code FULTON COUNTY 141 PRYOR STREET ATLANTA GA 30303				3 Social security wages				4 Social security tax withheld					
				19722.77				1222.81					
				5 Medicare wages and tips				6 Medicare tax withheld					
				19722.77				285.98					
d Control number				7 Social security tips				8 Allocated tips					
				0.00				0.00					
e Employee's first name and initial Last name				9				10 Dependent care benefits					
								0.00					
				11 Nonqualified plans				12a See instructions for box 12					
				0.00				DD 2619.00					
				13 Statutory employee Retirement plan Third-party sick pay				12b					
				X				G 375.67					
f Employee's address and ZIP code				14 Other				12c					
								12d					
15 State Employer's state ID number		16 State wages, tips, etc.		17 State income tax		18 Local wages, tips, etc.		19 Local income tax		20 Locality name			
GA		18091.16		227.91		0.00		0.00					
		0.00		0.00		0.00		0.00					

Form **W-2** Wage and Tax Statement
 Copy C—For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)


2012

Department of the Treasury—Internal Revenue Service

Safe, accurate
FAST! Use



SECURITY

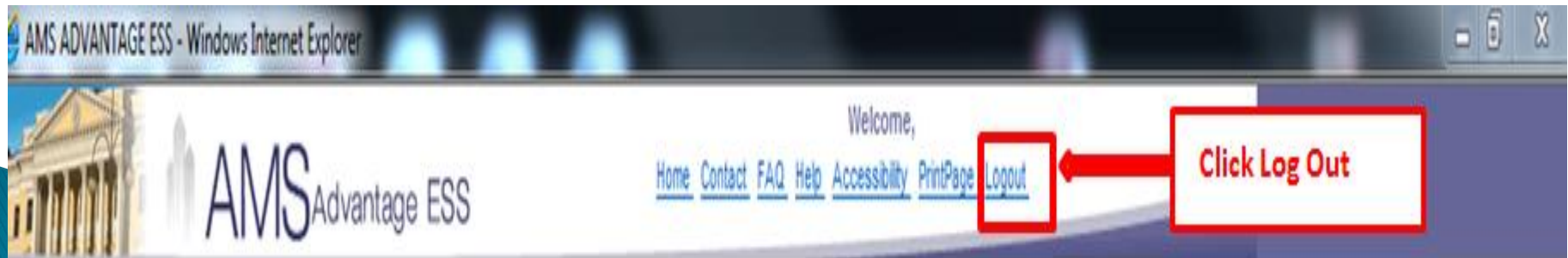
- ▶ ESS is a secured online portal, similar to IRS E-File Systems & Online Banking.
 - ▶ All information contained in ESS is intended for the sole use of the individual employee.
 - ▶ Employees can access ESS at work, but are encouraged to print information from offsite printers to save Fulton County resources.
- 

SECURITY

- ▶ Only you have access to your Personal Information. Timekeepers, Managers and Supervisors are **not allowed** to access your personal ESS profile.
- ▶ Contact IT Support at (404)612-7334 / email help.desk@fultoncountyga.gov immediately if you suspect your login credentials have been compromised.

LOGGING OUT OF ESS

- ▶ Click the Logout Link at the top right of the screen to exit the system.
- ▶ Always use the Logout Link to exit rather than clicking X at the top right corner page.



QUESTIONS

???